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# MONTANA

Department Of Transportation

## Affirmative Action Plan

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Prepared by:

Civil Rights Bureau

MONTANA Department Of Transportation





**1994 AFFIRMATIVE ACTION PLAN**  
**Including 1993 AAP Accomplishments**

**MONTANA DEPARTMENT OF TRANSPORTATION**  
**Civil Rights Bureau**  
**2701 Prospect Avenue**  
**P.O. Box 201001**  
**Helena, MT 59620-1001**

**Marvin Dye - Director of Transportation**  
**Russell G. McDonald - Administrator - Human Resources**  
**Raymond D. Brown, Chief - Civil Rights Bureau**  
**Vicky A. Koch - EEO Program Officer**  
**Sam Prestipino - Program Officer**  
**Christine D. Hood - EEO/Labor Compliance Specialist**



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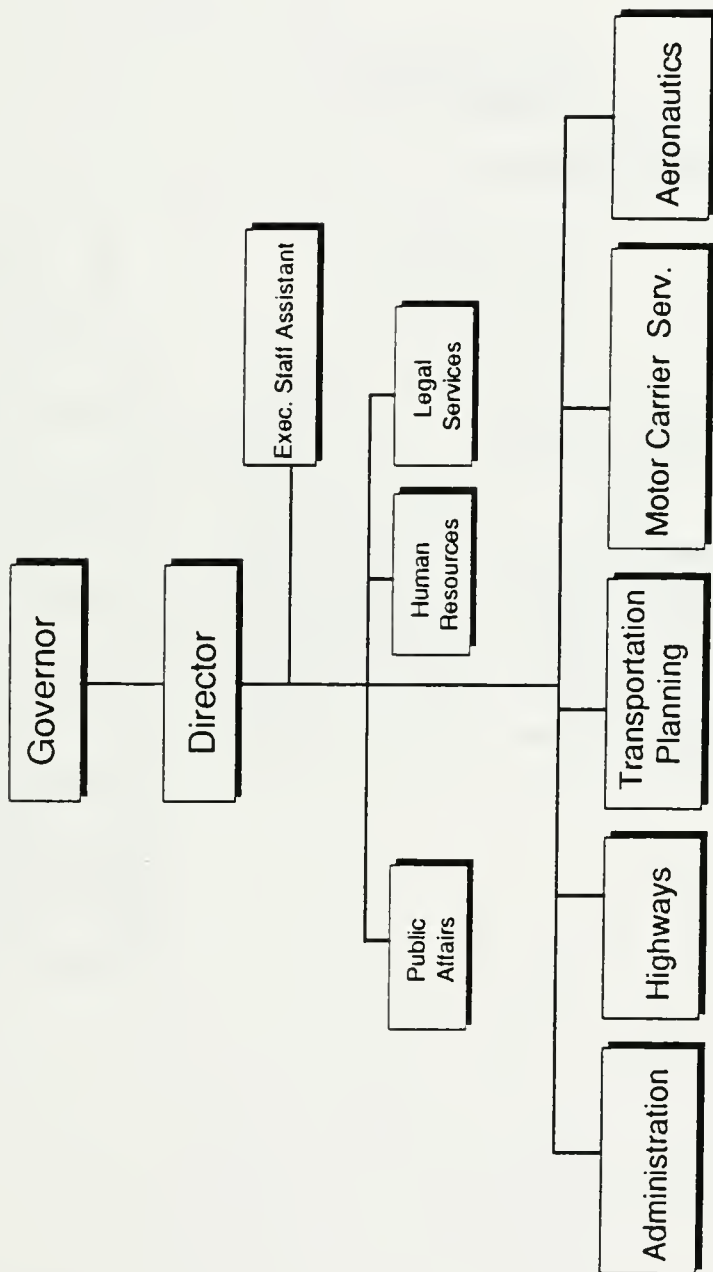
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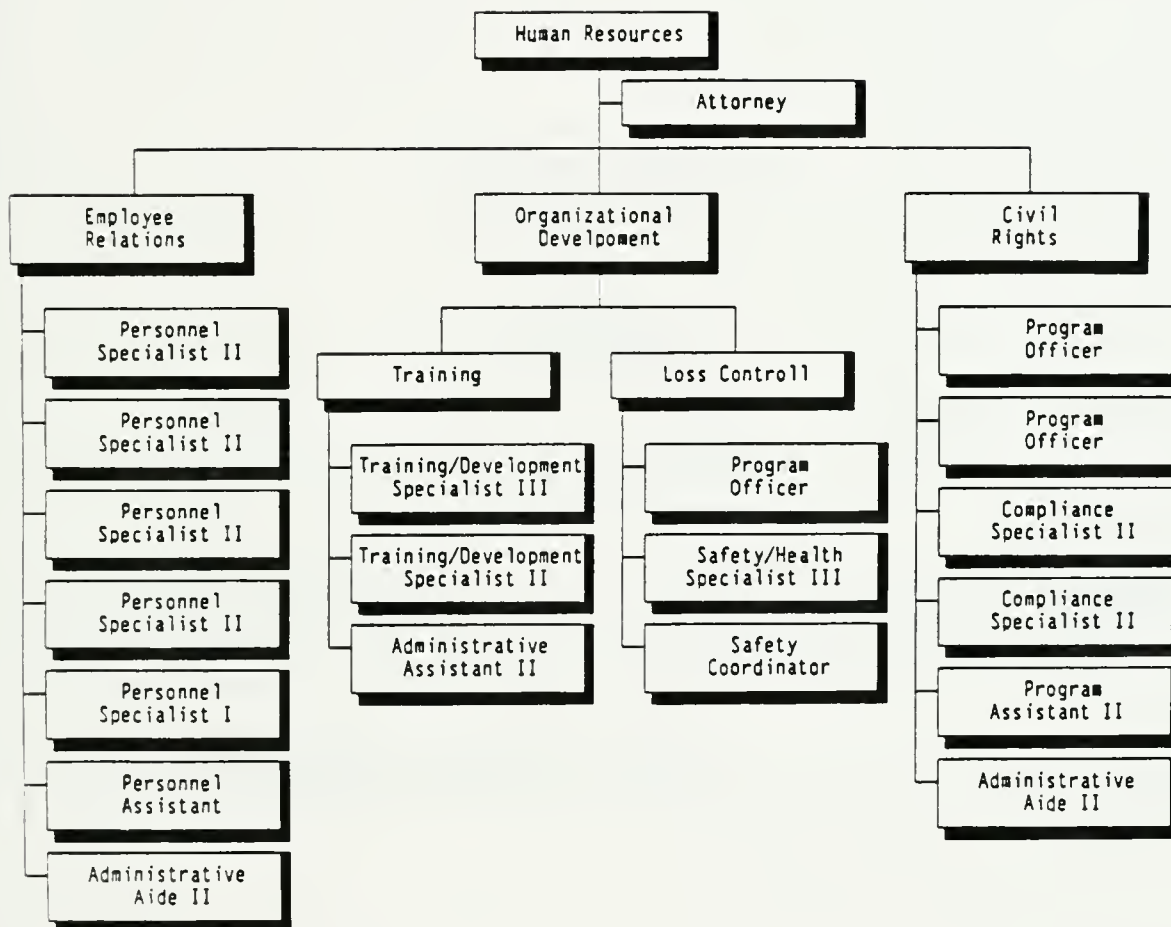
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| ORGANIZATIONAL CHART   |
| MONTANA<br>DEPARTMENT OF TRANSPORTATION<br><i>[Signature]</i><br>DIRECTOR OF TRANSPORTATION<br>APPROVED <i>[Signature]</i><br>GOVERNOR<br>DATE 11-3-93 |

# Montana Department of Transportation

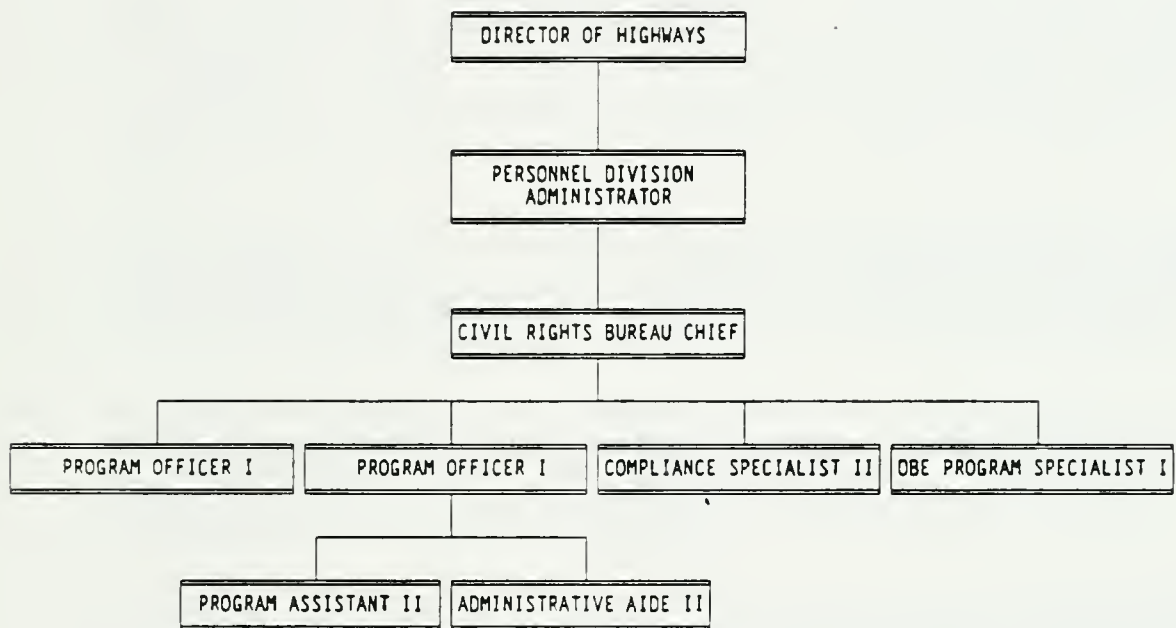
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## EQUAL EMPLOYMENT POLICY

The Montana Department of Transportation is an equal opportunity employer. The Department assures that no person shall, as provided by Federal and State civil rights laws, be denied employment or otherwise be subjected to discrimination in any terms or conditions of employment.

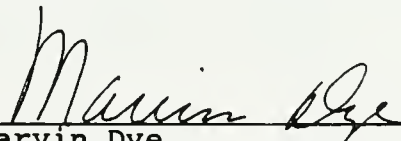
Title VII of the 1964 Civil Rights Act as amended provides that no person on the grounds of race, color, religion, sex, or national origin be discriminated against in employment. In addition, other Federal and State laws prohibit discrimination based on age, handicap, marital status or political belief.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operations where there is evidence there has been barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing discriminatory practice, including filing an internal complaint, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

The Civil Rights Bureau, Human Resources, Montana Department of Transportation, is responsible for monitoring Title VII and other civil rights laws, investigating complaints and other related civil rights activities.

1/25/94  
DATE

  
\_\_\_\_\_  
Marvin Dye  
Director of Transportation



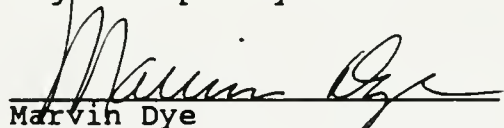
## SEXUAL HARASSMENT POLICY

Employees of the Department of Transportation are entitled to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination which undermines the integrity of employment relationships, lowers morale, interferes with productivity, and adversely affects the careers of Department employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act, the Governor's Executive Order No. 7-82, and a violation of Title VII of the Civil Rights Act of 1964.

A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Department employees should distinguish mutual, acceptable, social relationships, which do not encroach on the working environment, from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

State employment demands from each of us the highest standards of honesty, integrity and impartiality when carrying out the business of the Department of Transportation. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of the Department of Transportation to take direct and immediate action when informed of violations and enforce the full range of liability and protection created by Title VII, the Montana Human Rights Act, and the Governors Executive Order No. 7-82. Each of us is personally responsible for making this policy work.

1/25/94  
DATE

  
Marvin Dye  
Director of Transportation

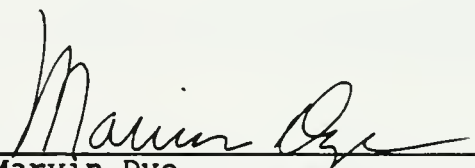




## AMERICANS WITH DISABILITIES ACT POLICY

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects from discrimination in hiring, promotion, discharge, pay job, training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

1/25/94  
DATE

  
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Marvin Dye  
Director of Transportation



# PART I - CONTRACT COMPLIANCE

## A. ACCOMPLISHMENTS 1993 CONSTRUCTION SEASON

Part 1 of the Affirmative Action Plan (AAP) covers the period January 1, 1993 to October 31, 1993.

The Civil Rights Bureau (CRB) provided assistance to the Salish and Kootenai Community College Truck Driving Program: The EEO Program Officer helped arrange for trucks to be used by the students, these trucks were provided by MDT and participating contractors. The Compliance Specialist provided sexual harassment and labor training to the students. MDT was recognized April 22, 1993 by the Salish-Kootenai College for their contributions to the Truck Driving Program, a plaque was presented to the MDT Director and is on display in the Civil Rights Bureau. Two Montana contractors were also recognized for their contribution to the Truck Driving Program and each received a plaque.

The Compliance Specialist and EEO Program Officer presented Labor, EEO, and incentive/disincentive information at the Montana Contractors Association convention in Butte on January 8, 1993.

The EEO Program Officer and The Compliance Specialist each provided one training session for WORD (Women's Opportunity and Resource Development, Inc.) for their "Gearing Up for Non-traditional Jobs" program.

The Civil Rights Bureau received a "Partners In Change Award" for outstanding efforts to support displaced homemakers and mature women in our community. The award was presented by Career Futures, Inc.

Two contractors requested sexual and racial harassment training for their supervisory staff.

In March, 1993, the CRB staff presented contract compliance training sessions for highway contractors. One session was held in Billings and the other in Helena. Fifty-two firms were represented with a total of 74 attenders.

A memo was sent out by the CRB on July 27, 1993 notifying all minority and female referral sources that the Montana Operating Engineers and Associated General Contractors Joint Apprenticeship and Training Trust was accepting applications for Heavy Equipment Operator and Heavy-duty Mechanic Apprentice trainees.



For the July 1392 report we requested both body count and hours worked. From the statistics received, we believe we are the only State in the nation to meet or exceed the 6.9% female employment goal for Operators (6.9%), Truck Drivers (16%), and Laborers (27%).

In Montana, minority employment goals range from 2.7% to 4.4% depending in which county the work is performed. The July 1392 report also indicates we have substantially exceeded the minority employment goals statewide. We believe we may be the only State in the Nation to exceed minority employment goals in the three major crafts: Operators (14%), Truck Drivers (15%), Carpenters (14%), and Laborers (14%).

Technical assistance was provided to prime and subcontractors by personal office visits, telephone calls and correspondence. Technical assistance aided contractors in establishing and maintaining EEO compliance.

The Civil Rights Manual continues to be issued to all contractors. It is an easy to read interpretation of federal regulations and requirements under those regulations. The manual includes the Civil Rights Bureau procedures in EEO compliance, Labor compliance, and the Disadvantaged Business Enterprise program. Detailed instructions on contract compliance reviews and federal training programs are also provided.

## **B. CHANGES IN ESTABLISHED CONTRACT SANCTIONS**

None

## **C. CHANGES IN STAFFING OR ORGANIZATIONAL STRUCTURE**

None

## **D. NUMBER OF COMPLAINTS FILED**

None

## **E. 1993 ACTION ITEM ACCOMPLISHMENTS**

**ACTION ITEM 93-1:** Improve contract compliance procedures for contractors by updating the CRB Manual.



**Objective:** Streamline the procedures contractors are to follow by revising the CRB Manual.

**Action Taken:** The complete Civil Rights Manual was reviewed and appropriate additions and deletions were made. There were no significant changes to the prior existing contract compliance procedures.

**Evaluation:** The changes were distributed to all current holders of the Civil Rights Manual, and complete new manuals continue to be given to contractors and other interested parties.

**Further Action:** None

**ACTION ITEM 93-2:** Select and provide funding for an OJT support service contractor.

**Objective:** To create a proposal that would increase employment for minorities and females.

**Action Taken:** Although an OJT supportive services contract was not awarded, the Civil Rights Bureau was instrumental in negotiating contracts on several Indian reservation projects. These contracts were negotiated to include "incentive/disincentive" to increase hiring of Native Americans on reservation projects. A Native American employment goal was set for each craft on each project involved. If the goal is not met, the contractor must pay MDT \$5 for each hour under goal. On the other hand, MDT pays the contractor \$5 for each hour over the goal.

The "incentive/disincentive" program appears to be a successful method of negotiating contracts for projects on Indian reservations. Minority hiring is significantly increased on projects with this program as part of the contract special provisions. Many of these contracts also include on the job trainee slots, some as many as five, this gives an increased opportunity for training of minorities.

## **F. CONTRACT COMPLIANCE REVIEW ACTIVITIES**

Nine contract compliance reviews were conducted and reports were submitted to the Montana Division Office of FHWA during the 1993 construction season.







A detailed analysis of the compliance reviews follows:

**DATA ON CONTRACT COMPLIANCE REVIEWS  
FOR CALENDAR YEAR 1992**

|    |   |             |
|----|---|-------------|
| a. | Number of contractor reviews conducted                                | <u>9</u>    |
| b. | Number of contractors reviewed  | <u>9</u> *  |
| c. | Number of contractors found in compliance                             | <u>4</u> ** |
| d. | Number of contractors found in noncompliance                          | <u>5</u> *  |
| e. | Number of show-cause notices issued                                   | <u>5</u>    |
| f. | Number of show-cause notices rescinded                                | <u>5</u>    |
| g. | Number of show-cause actions still under consideration and unresolved | <u>0</u>    |
| h. | Number of follow-up reviews conducted                                 | <u>1</u>    |

\* includes 1 subcontractor

\*\* includes 0 subcontractor

MDT has prepared and submitted FHWA Form 86 for each contractor reviewed on a project.

Five show-cause notices were issued during the reporting period:

1. Minority employment goals were not met, good faith effort was not demonstrated. Failed to monitor subcontractor compliance.
2. Female employment goal was not met, good faith effort was not demonstrated. The contractor did not accomplish the objectives of the training special provisions.
3. Female employment goal was not met and significant opportunity existed, good faith effort was not demonstrated.
4. Minority and female employment goals were not met, good faith effort was not demonstrated. Failed to monitor subcontractor compliance.
5. Significant opportunity existed and minority and females employment goals were not met. Good faith efforts were not demonstrated for journeyman or trainee positions.



## G. WITHHOLDING OF PROGRESS PAYMENTS

No progress payments were withheld against contractors for EEO during the 1993 construction season.

## H. EEO COMPLAINTS AGAINST CONTRACTORS

Not Applicable

## I. EXTERNAL TRAINING PROGRAMS INCLUDING SUPPORTIVE SERVICES

None

### DATA ON TRAINEES FOR PERIOD 10-16-92 THROUGH 10-31-93 SLOTS APPROVED 60

|         | New trainees<br>in program<br>1992 |   |      |   | New trainees<br>enrolled<br>during period |   |      |   | No.<br>dropped<br>out |   |      |   | No.<br>completed<br>program |   |      |   | No.<br>remaining in<br>program on 10/93 |   |      |   |
|---------|------------------------------------|---|------|---|---|---|------|---|-----------------------|---|------|---|-----------------------------|---|------|---|---|---|------|---|
|         | Non-<br>Min.                       |   | Min. |   | Non-<br>Min.                              |   | Min. |   | Non-<br>Min.          |   | Min. |   | Non-<br>Min.                |   | Min. |   | Non-<br>Min.                            |   | Min. |   |
|         | M                                  | F | M    | F | M   | F | M    | F | M                     | F | M    | F | M                           | F | M    | F | M                                       | F | M    | F |
| Carp    | 2                                  | 1 | 0    | 1 | 2   | 1 | 1    | 0 | 1                     | 1 | 0    | 0 | 1                           | 0 | 1    | 0 | 0                                       | 0 | 0    | 0 |
| Cemt    | 0                                  | 0 | 0    | 0 | 0   | 0 | 1    | 0 | 0                     | 0 | 0    | 0 | 0                           | 0 | 0    | 0 | 0                                       | 0 | 1    | 0 |
| Laborer | 0                                  | 2 | 2    | 1 | 1   | 2 | 7    | 2 | 0                     | 0 | 3    | 0 | 1                           | 1 | 2    | 2 | 0                                       | 1 | 2    | 0 |
| OPAPP   | 1                                  | 0 | 2    | 3 | 7   | 6 | 2    | 2 | 0                     | 0 | 0    | 0 | 5                           | 1 | 2    | 1 | 2                                       | 5 | 0    | 1 |
| OPOJT   | 0                                  | 3 | 8    | 2 | 1   | 5 | 1    | 2 | 0                     | 0 | 0    | 0 | 1                           | 4 | 1    | 0 | 0                                       | 1 | 0    | 2 |
| Team    | 0                                  | 4 | 4    | 0 | 1   | 8 | 4    | 1 | 1                     | 3 | 2    | 0 | 0                           | 3 | 0    | 0 | 0                                       | 2 | 2    | 1 |

Note: Number dropped out includes all who did not complete 500 hours of training or achieve 500 hours of an indentured apprenticeship program.

## J. ACTION ITEMS FOR UPDATE YEAR

**ACTION ITEM 94-1:** Improve contract compliance review procedures.

**Objective:** Improve the process and procedures that the CRB follows in planning and conducting the contract compliance review process. The intent of improving these procedures is to make the program less bureaucratic, improve the CRB image, and increase contractor interest in compliance.

**Background:** The overall contract compliance review objectives in the 23 CFR cannot be changed. However, interpretation of the requirements leaves some room for improvements in the Civil Rights Bureau procedures.



**Action To Be Taken:** Submit ideas on revising the contract compliance review procedures of the Civil Rights Bureau. The proposed procedures must remain within the parameters of the regulations governing formal contract compliance reviews.

**Target Date:** February 1, 1994

**ACTION ITEM 94-2:** Conduct Compliance Reviews.

**Objective:** To conduct as many contract compliance reviews during the 1994 season as weather and construction time lines permit.

**Background:** Each Federal-Aid contract awarded by the Montana Department of Transportation is evaluated to determine if the prime contractor or any subcontractors are eligible for a contract compliance review during that season. Limiting factors include: Several prime and large subcontracts being held by one contractor, adverse weather conditions interfering with construction time lines.

**Action To Be Taken:** Follow FHWA contract compliance review regulations and CRB procedures.

**Target Date:** November 1, 1994



**INTERNAL  
EEO  
PROGRAM**





## PART II INTERNAL PROGRAM

### ACCOMPLISHMENTS: 1/93- 12/93

1. Math study guide developed by Glendive Personnel Specialist provided to all identified minority/female referral sources.
2. Eight hour non-traditional career day provided to Placement Officers of Montana Department of Social and Rehabilitation Services. (40+ participants)
3. Glendive, Missoula and Butte Personnel Specialists participated in women in transition organization workshops on non-traditional employment. Great Falls Centralized Services Supervisor becomes board member for local women in transition organization.
4. Great Falls female Maintenance Section person talked about non-traditional career opportunities with Shelby and Great Falls Jobs Program participants. Miles City Maintenance Supervisor participated in Miles City Community College non-traditional workshop.
5. Minority and female Motor Carrier Services Officers participated in three Native American Career Days, five YWCA and women in transition organization non-traditional employment workshops.
6. Glendive, Billings, Missoula, Great Falls Personnel Specialists and Headquarters EEO Program Manager and Personnel Specialist participated in local area Native American career days hosted by tribal colleges, high schools and State universities. (See Action Item Accomplishment (AIA) 93-3)
7. EEO Compliance Specialist provided five sexual harassment presentations to Salish Kootenai College truck driver training program participants .
8. Butte District Office sponsored a Career Day for Women in Transition providing tours through snowplows, hands on tours of CADD equipment and other aspects of MDT employment.
9. EEO Program Manager participated in Women's Equality Day sponsored by the interagency Federal Women's program by presenting a non-traditional careers program.
10. Civil Rights Bureau (CRB) Chief participated in Statewide TERO meeting. Individual meetings with TERO representatives at all seven reservations were accomplished by the CRB Chief.



11. Aeronautics Division sponsors Aviation Career Education Academy for junior and senior high school students. Eighty per cent of participants were Native American.
12. Butte District and Preconstruction implemented successful "shadow" program in conjunction with women in transition program. (See AIA 93-2(2))
13. Right of Way developed plan to work with high school students involved in drafting and CADD classes.
14. Materials Bureau implemented informational interviewing program which resulted in the temporary employment of 15 females and one minority. A construction site field trip for Native American students was accomplished. (See AIA 93-2(3))
15. Missoula District participated in development of a new video tape entitled "Consider a Non-Traditional Job". This tape has been provided to all 5 districts and has been shared with identified referral sources.
16. In order for her to improve her driving skills Glendive District made arrangements for a temporary female truck driver to receive training from a private trucking company.
17. Billings District developed a mobile display depicting different kinds of MDT work situations. This display will be used when making presentations for reservations and other minority/female referral sources.
18. Analysis of minority/female goals is on page 18.

## **PROGRESS ON ACTION ITEMS IN PREVIOUS REPORT**

**ACTION ITEM 93-1:** Continue efforts to recruit minorities into intern and rotational engineering positions.

### **Action To Be Taken:**

1. Send personal letters to minority students enrolled in appropriate engineering curricula at MSU and other appropriate schools and colleges. For those schools who will not provide ethnic identification, program information will be provided to appropriate placement officers.
2. Establish lines of communication for engineering recruitment purposes with Montana Tech in Butte.

### **Action Taken:**

1. The Montana State University Native American (NA) Organization provided a listing of all NA students enrolled in the engineering disciplines. Individual letters were sent to each of the students. No responses were received. MDT participated in the NA



Career Days at MSU, however, very few NA's participated in this college sponsored event.

Recruiting information, including the rotational engineer brochure, was provided to other schools and colleges such as the CET program at Northern Montana College.

2. Due to limited hiring opportunities during the past year, this action item was not completed.

**Follow up action:**

Due to anticipated major statewide budgetary constraints, hiring opportunities for 1994 may be extremely limited. If recruiting is accomplished for the rotational engineering program, the MSU NA Career Counselor will be directly involved. Attendance will continue at NA high school career days and various college career days.

**ACTION ITEM 93-2:** Continue efforts to correct under representation of females in Technician and Skilled Craft category and minorities in the Technician category.

**Action To Be Taken:**

1. Thirty days prior to peak temporary employment seasons an advertisement should be placed in each Native American newspaper and in the five major newspapers in Montana.
2. Establish minority/female hiring goals for all temporary positions, include goal accomplishment in District and Division Administrator performance plans.
3. Encourage TERO offices, other local area minority referral sources and female organizations to develop Career Fairs for MDT participation.

**Action Taken:**

1. Hiring opportunities for MDT construction crews was very limited in 1993 because of budgetary constraints and limited numbers of project. As a result, the planned recruiting advertisement was placed only in the newspapers received primarily by the minority communities.
2. The Skilled Craft and Technician categories are under represented by minorities and females. Most permanent positions are filled from the ranks of the temporary employees. In order to establish a better pool of minority and female applicants, hiring goals were established for the temporary positions. On an agency wide basis, the 31% temporary hiring goal for females was accomplished. The minority hiring goal was not accomplished.





Temporary hiring goals were included in the Performance Plans of the District Engineers (DE). Each DE was rated individually on efforts made to accomplish goals. Two DEs were rated outstanding or above standard and two were rated as having met appropriate standards.

Two females "shadowed" MDT employees for 24 hours. One of the females worked in the MDT MSU CADD unit to determine whether she wanted to continue her education in this field. The other female shadowed maintenance employees, subsequently obtained her commercial driver's license and was hired as a temporary truck driver.

3. Only three of the reservations hosted career day events this past year which MDT participated in. MDT provided sexual harassment training to students in the truck driving course at Salish Kootenai College (SKC) as well as to faculty members at SKC.

In conjunction with MSU, MDT participated in a field trip for Browning High School students. The Blackfeet students visited the Goat Lick construction site, were allowed to use the survey equipment and learned what was actually involved in getting this construction project underway. This project had particular interest to the Indian students as it is located adjacent to a religiously significant area for the Blackfeet Tribe.

#### **Follow up Action Required:**

Follow up action will depend on budgetary constraints and State legislative criteria implemented by the State's special session in late 1993.

**ACTION ITEM 93-3:** Develop a procedure to document temporary selection process decisions.

**Action To Be Taken:** An agency wide system to document selection processes for temporary employment must be developed. A proposed plan should be presented at the 1993 Spring Personnel Specialist's meeting

#### **Action Taken:**

The Glendive Personnel Specialist developed a computerized system to track temporary selection processes including applicant flow. The program was provided to the other four Personnel Specialists and Headquarters Personnel Specialists at the 1993 Spring meeting.

#### **Follow up Action Required:**

Action Item complete. No follow up required.





**ACTION ITEM 93-4:** Recruit minority intern for Administration Division

**Action To Be Taken:** Meet with appropriate Professors at Carroll College, Montana State University and University of Montana to explain the intern program and recruit minority applicants.

**Action Taken:**

Letters were written to Tribal Colleges and State Universities. The only letter of interest received was from a non-minority group person.

The Division was successful in recruiting a minority female who was employed in a temporary position in another MDT Division. The female had an accounting degree and was placed in a temporary position in the Administration Division.

Another minority female has been provided supervisory training and has been promoted to a first tier supervisory position.

**Follow up required:**

The Administration Division will continue with minority recruitment efforts.

**ACTION ITEM 93-5:** Develop a cultural diversity program focusing primarily on Native Americans. The program would be presented to all MDT personnel.

**Action To Be Taken:**

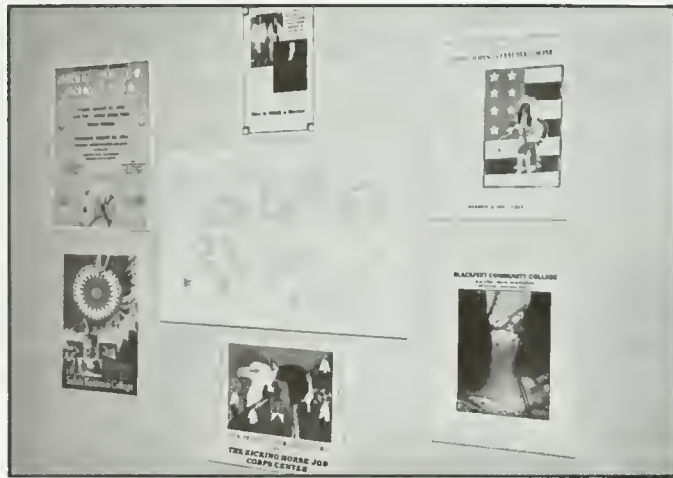
1. Identify tribal representatives who would be willing to give cultural awareness presentations.
2. Develop a cultural awareness brochure.

**Action Taken:**

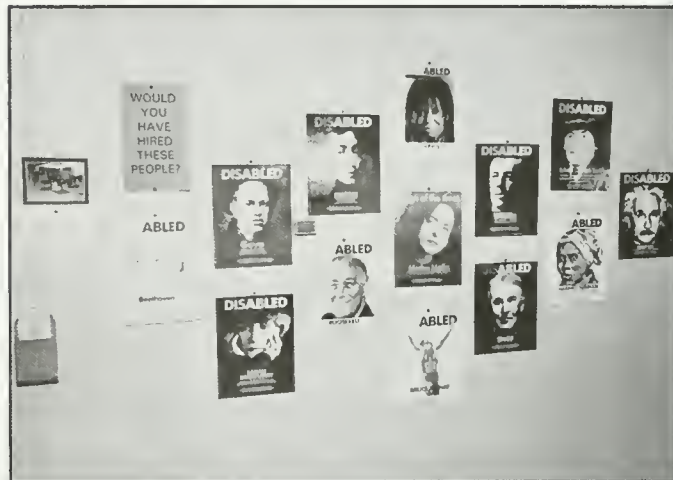
Although a formal cultural diversity program was not developed MDT accomplished several tasks to promote cultural diversity. These included:



1. Development of a 24" X 35" state map showing the location of the seven reservations, the tribal headquarters and the tribal colleges. The map has been distributed to all of the MDT district and area offices. Several other State agencies have requested copies of the map.



2. A cultural diversity wall has been designated just outside the Human Resources Office. Since this wall is located adjacent to the main entrance of the building, it is easily observed by contractors, other visitors and MDT employees. The purpose of the wall is to demonstrate the cultural diversity, not only of the State, but also of the MDT employees. The wall will display many themes including physically challenged people, pictures of and stories about MDT employees performing their jobs, facts about reservations, etc.



The first display included the display map accompanied by posters from the Montana Tribal Colleges with a large Indian dream catcher hanging from the ceiling in front of the display. It was surprising to discover how many people had no idea tribal colleges existed.

3. A brochure describing non-traditional occupations in the Department was developed. It contained pictures of minorities and females at work. The brochure has been used at Career Day functions and provided to all minority and female referral sources.

**Follow up required:**

Action Item will be continued.



## **ACTION ITEMS 1994**

The 1993 Montana Legislature passed legislation which will impact MDT hiring practices for the foreseeable future.

1. All State employees who are subject to "Reduction in Force" (RIF) will have first consideration for any State vacancies. They must meet minimum qualifications. House Bill 522
2. "Early out" retirements were authorized. Replacement of retirees will be limited, therefore, recruitment activities will also be limited.

**Action Item 94-1:** Review and make recommendations to remodel temporary hiring process.

**Background:** The temporary hiring process involves hiring workers for a short period of time, not to exceed 9 months. Temporary employees are the recruitment base for the majority of the permanent positions. During 1993, 72% of temporary hires were white male. Current recruitment methods do not appear to be successful.

### **Action To Be Taken:**

1. Review the temporary hiring process. As necessary, make recommendations to change existing procedures which may foster adverse impact.
2. Contemporaneous tasks to be accomplished:
  - a. Personnel Specialists are responsible for assuring recruitment efforts include sources likely to yield minorities and females. Special efforts shall be made for Section persons in remote areas.
  - b. Although hiring potential may be limited during 1994, lines of communication with identified minority and female referral sources must continue to be open and active. Clients of referral sources should be encouraged to participate in informational interviews with MDT supervisors. Participation in Career Fairs on both the high school and college level is encouraged.

### **Target Date:**

Item No. 1 target date: Recommendations from Personnel Specialists to be received in CRB by February 21, 1994. EEO Program Manager recommendations due by March 30, 1994.

Item No. 2 will be ongoing throughout the year.

**Responsible Officials:** EEO Program Manager and Personnel Specialists



**Action Item 94-2:** Develop supervisory training.

**Background:** MDT is experiencing a significant turnover in supervisory staff. In 1994, persons without supervisory experience will be promoted. In all likelihood they will supervise former co-workers.

**Action To Be Taken:**

1. Develop mandatory recruitment and selection training for all supervisors. This training must include:
  - a. development of screening devices, i.e. adverse impact, artificial barriers, etc.
  - b. identification of discrimination issues, i.e., race/sex harassment, age discrimination, ADA, etc.
  - c. supervisor's role in handling/preventing discrimination.
  - d. cultural diversity.

**Target date:** March 1994

**Responsible Officials:** Human Resources Administrator, Civil Rights Bureau Chief, EEO Program Manager and Organizational Development Bureau Chief.

**Action Item 94-3:** Assure vacancy announcements reflect job related criteria.

**Background:** MDT and other State agencies are currently reviewing job requirements. Passage of the Civil Rights Act of 1991, makes it imperative to assure job descriptions, particularly educational requirements, are job related.

**Action to be Taken:**

1. Assure educational requirements are job related and do not have an adverse impact on minorities and females.
2. Assure "equivalencies" are defined.
3. Review tests and other selections devices to assure artificial barriers for minorities and women are not included.

**Target Date:** Throughout 1994

**Responsible Officials:** District and Headquarters Personnel Specialists, Civil Rights Bureau Chief and EEO Program Manager





**Action Item 94-4:** Include MSU Native American Organization (NAO) Advisor in recruitment process for rotational engineering program.

**Background:** MDT has not received application or interest from any Native American engineering students.

**Action To Be Taken:** Consult with the NAO Advisor to assure that appropriate cultural considerations are being weighed during negotiations and/or interviews.

**Target Date:** Prior to selections occurring for the engineering programs.

**Responsible Officials:** Headquarters Personnel Specialist and appropriate Division Administrators

**Action Item 94-5:** Work with FHWA to establish criteria for the Urban Youth Corp (UYC).

**Background:** The primary purpose of UYC is to expose young people to public service; to expand educational opportunities; and to stimulate community service interests among young people ages 16-25. Federal Highways has been assigned the lead agency for U.S. Department of Transportation

**Action To Be Taken:** Determine what other State agencies, tribal governments and other programs may be willing to participate. Define participation criteria, proposed project criteria and other essential elements for meaningful youth activities.

**Target Date:** July 15, 1994

**Responsible Official:** Raymond D. Brown, Chief - Civil Rights Bureau



INTERNAL  
STATISTICAL  
DATA



## STATISTICAL ANALYSIS

The 1993 Montana Legislature passed House Bill 522, which provides that all State employees who are subject to reduction in force (RIF) will have first consideration for vacancies in any State Agency.

The State Legislature also passed an early retirement bill which had a dramatic impact on all State Agencies. MDT had 237 retirements which included 12 (5%) white females, 7 (2.9%) Native American males, 2 (.8%) Hispanic males, and 216 (91%) white males. The majority of these early retirements occurred between November 1 and December 31.

Budgetary constraints indicate a limited number of the vacancies created will be filled and the majority of those will come from internal postings. Entry or lower level vacancies created by upward mobility, normally posted externally, will be subject to House Bill 522.

Only 34 positions were filled using external vacancy announcements.

Recruitment continues to be a problem. Of the 630 applications received only 26 (4%) were received from minorities (2% from Native Americans). Females submitted 158 (25%) applications; 66 (68%) of those were for three clerical positions which are not under represented.

Seven (15%) of the new hires were females, one (3%) was minority.

The new census data, RIF requirements and early retirements made significant changes in MDT's under representation statistics. For the last two years we have been at parity in the Professional category; the new data indicate we need 15 females and 2 minorities to reach parity. The number of females and minorities in the Technician series has decreased by 3 and 1 respectively. The number of females needed in Skilled Craft has increased dramatically.

Unfortunately opportunities for recruitment during 1994 and the foreseeable future will continue to be minimal. An intense effort will be needed for those few opportunities that do become available.



## 1990 CENSUS

|                  |         |
|------------------|---------|
| Total Population | 799,065 |
|------------------|---------|

| <u>ETHNICITY</u>                 | <u>POPULATION</u> | <u>PERCENTAGE</u> |
|----------------------------------|-------------------|-------------------|
| White                            | 741,111           | 92.7%             |
| Black                            | 2,381             | .3%               |
| American Indian<br>Aleut, Eskimo | 47,679            | 5.9%              |
| Asian                            | 4,259             | .5%               |
| Hispanic                         | 12,174            | 1.5%              |

percentages have been rounded to nearest hundredth





| UNDER REPRESENTATION 1993 |                 |               |                |                                       |            |                      |          |                       |          |
|---------------------------|-----------------|---------------|----------------|---------------------------------------|------------|----------------------|----------|-----------------------|----------|
| OCCUPATIONAL GROUP        | MDT WORKFORCE   |               |                | AVAILABLE WORKFORCE- 1993 CENSUS DATA |            | UNDER REPRESENTATION |          | NO. NEEDED FOR PARITY |          |
|                           | TOTAL EMPLOYEES | TOTAL FEMALES | TOTAL MINORITY | FEMALE %                              | MINORITY % | FEMALE               | MINORITY | FEMALE                | MINORITY |
| OFFICIALS/ADMIN.          | 55              | 6             | 2              | 25.07%                                | 5.76%      | YES                  | YES      | 8                     | 1        |
| PROFESSIONAL              | 291             | 67            | 5              | 28.20%                                | 2.42%      | YES                  | YES      | 15                    | 2        |
| TECHNICIANS               | 526             | 115           | 17             | 35.85%                                | 5.49%      | YES                  | YES      | 74                    | 12       |
| PROTECTIVE SERVICES       | 81              | 17            | 4              | 44.20%                                | 3.10%      | YES                  | NO       | 19                    | 0        |
| OFFICE/CLERICAL           | 52              | 38            | 4              | 56.89%                                | 6.57%      | NO                   | NO       | 0                     | 0        |
| SKILL CRAFT               | 540             | 7             | 35             | 10.58%                                | 7.17%      | YES                  | YES      | 50                    | 4        |
| SERVICE/MAINTENANCE       | 36              | 3             | 2              | 35.05%                                | 10.65%     | YES                  | YES      | 10                    | 2        |



| PROGRESS IN MINORITY HIRING GOALS<br>JANUARY 1, 1993 THRU DECEMBER 31, 1993 |                           |                           |                              |                             |                                    |         |
|---|---------------------------|---------------------------|------------------------------|-----------------------------|------------------------------------|---------|
| EEO 4 CATEGORY  | TOTAL<br>MINORITY<br>1992 | TOTAL<br>MINORITY<br>1993 | TOTAL<br>NUMBER<br>NEW HIRES | MINORITY<br>HIRING<br>GOALS | TOTAL NO.<br>MINORITY<br>NEW HIRES | ACCOMP. |
| OFFICIALS/ADMIN.  | 3                         | 2                         | 0                            | 1                           | 0                                  | NO      |
| PROFESSIONAL  | 6                         | 5                         | 21                           | 2                           | 0                                  | NO      |
| TECHNICIANS   | 16                        | 17                        | 8                            | 3                           | 0                                  | NO      |
| PROTECTIVE SERVICES   | 5                         | 4                         | 0                            | 3                           | 0                                  | NO      |
| PARAPROFESSIONALS   | 0                         | 0                         | 0                            | 0                           | 0                                  | N/A     |
| CLERICAL  | 5                         | 4                         | 3*                           | 3                           | 1*                                 | NO      |
| SKILLED CRAFT   | 38                        | 35                        | 1                            | 4                           | 0                                  | NO      |
| SERVICE/MAINTENANCE   | 1                         | 2                         | 1                            | 2                           | 0                                  | NO      |

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

\* - includes 1 Female Native American

2. Employee selections are subject to bargaining agreements, Montana Veterans Preference Act, MT House Bill 522 (RIF).



| PROGRESS IN FEMALE HIRING GOALS JANUARY 1, 1993<br>THRU DECEMBER 31, 1993 |                          |                          |                                    |                           |                                  |         |
|---|--------------------------|--------------------------|------------------------------------|---------------------------|----------------------------------|---------|
| EEO 4 CATEGORY  | TOTAL<br>FEMALES<br>1992 | TOTAL<br>FEMALES<br>1993 | TOTAL NO.<br>NEW HIRE<br>EMPLOYEES | FEMALE<br>HIRING<br>GOALS | TOTAL NO.<br>FEMALE<br>NEW HIRES | ACCOMP. |
| OFFICIAL/ADMIN.   | 8                        | 6                        | 0                                  | 1                         | 0                                | N/A     |
| PROFESSIONAL  | 63                       | 67                       | 21                                 | 2                         | 4                                | YES     |
| TECHNICIAN  | 101                      | 115                      | 8                                  | 8                         | 1                                | NO      |
| PROTECTIVE SERVICES   | 20                       | 17                       | 0                                  | 3                         | 0                                | N/A     |
| PARAPROFESSIONAL  | 0                        | 0                        | 0                                  | 0                         | 0                                | N/A     |
| CLERICAL  | 50                       | 38                       | 3*                                 | 0                         | 2*                               | N/A     |
| SKILLED CRAFT   | 9                        | 7                        | 1                                  | 3                         | 0                                | NO      |
| SERVICE/MAINTENANCE   | 5                        | 3                        | 1                                  | 4                         | 0                                | NO      |

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

\* - includes 1 Native American

2. Employee selections are subject to bargaining agreements, Montana Veterans Preference Act, MT House Bill 522 (RIF).



ADVERSE IMPACT ANALYSIS - PERMANENT POSITIONS  
1/1/93 THROUGH 12/31/93

| EEO<br>CATEGORY | TOTAL<br>APPS. | R A C E |            |           |           | S E X |           |
|-----------------|----------------|---------|------------|-----------|-----------|-------|-----------|
|                 |                | WHITE   | INDIAN     | OTHER     | UNKNOWN   | MALE  | FEMALE    |
| PROFESSIONAL    |                |         |            |           |           |       |           |
| Total Apps.     | 313            | 290     | 4          | 12        | 7         | 255   | 58        |
| % HIRED         | 21             | 21      | 0          | 0         | 0         | 17    | 4         |
| Adverse Impact  | 7%             | 7%      | 0%<br>S/I* | 0%<br>YES | 0%<br>S/I | 7%    | 7%<br>NO  |
| TECHNICIAN      |                |         |            |           |           |       |           |
| Total Apps.     | 130            | 125     | 3          | 1         | 1         | 99    | 31        |
| % HIRED         | 8              | 8       | 0          | 0         | 0         | 7     | 1         |
| Adverse Impact  | 6%             | 6%      | 0%<br>S/I  | 0%<br>S/I | 0%<br>S/I | 7%    | 3%<br>yes |
| OFFICE/CLERICAL |                |         |            |           |           |       |           |
| Total Apps.     | 96             | 91      | 4          | 1         | 0         | 30    | 66        |
| % HIRED         | 3              | 2       | 1          | 0         | 0         | 1     | 2         |
| Adverse Impact  | 3%             | 2%      | 25%<br>NO  | 0%<br>S/I | 0%<br>S/I | 3%    | 3%<br>NO  |
| SKILLED CRAFT   |                |         |            |           |           |       |           |
| Total Apps.     | 86             | 85      | 0          | 1         | 0         | 85    | 1         |
| % HIRED         | 1              | 1       | 0          | 0         | 0         | 1     | 0         |
| Adverse Impact  | 1%             | 1%      | 0%         | 0%<br>S/I | 0%<br>S/I | 1%    | 0%<br>S/I |
| SERVICE/MNTNCE  |                |         |            |           |           |       |           |
| Total Apps.     | 5              | 5       | 0          | 0         | 0         | 3     | 2         |
| % HIRED         | 1              | 1       | 0          | 0         | 0         | 1     | 0         |
| Adverse Impact  | 20%            | 20%     | 0%         | 0%        | 0%        | 33%   | 0%<br>S/I |

- No external permanent hires occurred in Officials/Admin, Para-Professionals, Protective Services. Only 33 external new hires occurred in 1993.
- Percentages are rounded to nearest whole.
- \*S/I = statistically insignificant





MONTANA DEPARTMENT OF TRANSPORTATION  
SEPARATION TOTALS

01/01/93 THRU 12/31/93

| EEO CATEGORY             | ALL EMPLOYEES |        | MALE  |       |       |                 | FEMALE         |                 |       |       |                 |                |                 |
|--------------------------|---------------|--------|-------|-------|-------|-----------------|----------------|-----------------|-------|-------|-----------------|----------------|-----------------|
|                          | MALE          | FEMALE | TOTAL | WHITE | BLACK | SPANISH SURNAME | ASIAN AMERICAN | NATIVE AMERICAN | WHITE | BLACK | SPANISH SURNAME | ASIAN AMERICAN | NATIVE AMERICAN |
| OFFICIALS/ADMINISTRATORS | 10            | 0      | 10    | 9     | 0     | 0               | 0              | 1               | 0     | 0     | 0               | 0              | 0               |
| PROFESSIONALS            | 28            | 4      | 32    | 28    | 0     | 0               | 0              | 0               | 4     | 0     | 0               | 0              | 0               |
| TECHNICIANS              | 50            | 9      | 59    | 45    | 0     | 2               | 0              | 3               | 9     | 0     | 0               | 0              | 0               |
| PROTECTIVE SERV. WORKERS | 4             | 3      | 7     | 4     | 0     | 0               | 0              | 0               | 3     | 0     | 0               | 0              | 0               |
| PARAPROFESSIONALS        | 0             | 0      | 0     | 0     | 0     | 0               | 0              | 0               | 0     | 0     | 0               | 0              | 0               |
| OFFICE & CLERICAL        | 3             | 3      | 6     | 3     | 0     | 0               | 0              | 0               | 2     | 0     | 0               | 0              | 1               |
| SKILLED CRAFT WORKERS    | 83            | 3      | 86    | 79    | 0     | 1               | 0              | 3               | 3     | 0     | 0               | 0              | 0               |
| SERVICE/MAINTENANCE      | 6             | 2      | 8     | 6     | 0     | 0               | 0              | 0               | 2     | 0     | 0               | 0              | 0               |
| TOTALS                   | 184           | 24     | 208   | 174   | 0     | 3               | 0              | 7               | 23    | 0     | 0               | 0              | 1               |

| REASON           | ALL EMPLOYEES |        | MALE  |       |       |                 | FEMALE         |                 |       |       |                 |                |                 |
|------------------|---------------|--------|-------|-------|-------|-----------------|----------------|-----------------|-------|-------|-----------------|----------------|-----------------|
|                  | MALE          | FEMALE | TOTAL | WHITE | BLACK | SPANISH SURNAME | ASIAN AMERICAN | NATIVE AMERICAN | WHITE | BLACK | SPANISH SURNAME | ASIAN AMERICAN | NATIVE AMERICAN |
| FOR CAUSE        | 4             | 0      | 4     | 3     | 0     | 0               | 0              | 1               | 0     | 0     | 0               | 0              | 0               |
| DECEASED         | 2             | 0      | 2     | 2     | 0     | 0               | 0              | 0               | 0     | 0     | 0               | 0              | 0               |
| PERSONAL REASONS | 22            | 12     | 34    | 19    | 0     | 1               | 0              | 2               | 12    | 0     | 0               | 0              | 0               |
| ATTEND SCHOOL    | 4             | 1      | 5     | 4     | 0     | 0               | 0              | 0               | 0     | 0     | 0               | 0              | 1               |
| OTHER EMPLOYMENT | 8             | 2      | 10    | 8     | 0     | 0               | 0              | 0               | 2     | 0     | 0               | 0              | 0               |
| RETIREMENT       | 130           | 7      | 137   | 124   | 0     | 2               | 0              | 4               | 7     | 0     | 0               | 0              | 0               |
| ILLNESS          | 2             | 0      | 2     | 2     | 0     | 0               | 0              | 0               | 0     | 0     | 0               | 0              | 0               |
| OTHER REASONS    | 12            | 2      | 14    | 12    | 0     | 0               | 0              | 0               | 2     | 0     | 0               | 0              | 0               |
| VOLUNTARY        | 0             | 0      | 0     | 0     | 0     | 0               | 0              | 0               | 0     | 0     | 0               | 0              | 0               |
| TOTALS           | 184           | 24     | 208   | 174   | 0     | 3               | 0              | 7               | 23    | 0     | 0               | 0              | 1               |



REPORT RP150041

RUN DATE AND TIME - 12/01/93:17:50/30

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COMPLETED TRAINING ANALYSIS BY AGENCY FOR THE PERIOD 01/01/93 THROUGH 11/30/93

AGENCY 5401 DEPT OF TRANSPORTATION

| JOB CATEGORY                    | ALL       | MALE      | FEMALE    | %FEMALE | MINORITY | %MINORITY | NATIVE AMERICAN | HISPANIC | HANDICAPPED |
|---------------------------------|-----------|-----------|-----------|---------|----------|-----------|-----------------|----------|-------------|
| <b>OFFICIALS/ADMINISTRATORS</b> |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 228       | 206       | 22        | 9.65    | 5        | 2.19      | 5               | 0        | 0           |
| # OF HOURS                      | 1,995.90  | 1,674.90  | 321.00    | 16.08   | 168.00   | 8.42      | 168.00          | 0.00     | 0.00        |
| MONEY SPENT                     | 12,047.30 | 7,127.30  | 4,920.00  | 40.84   | 4,200.00 | 34.86     | 4,200.00        | 0.00     | 0.00        |
| <b>PROFESSIONALS</b>            |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 1,110     | 854       | 256       | 23.06   | 13       | 1.17      | 10              | 0        | 6           |
| # OF HOURS                      | 11,154.57 | 8,876.07  | 2,278.50  | 20.43   | 125.50   | 1.13      | 108.50          | 0.00     | 27.00       |
| MONEY SPENT                     | 40,163.73 | 33,737.20 | 6,426.53  | 16.00   | 20.00    | 0.05      | 20.00           | 0.00     | 5.00        |
| <b>TECHNICIANS</b>              |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 1,996     | 1,543     | 453       | 22.70   | 79       | 3.96      | 43              | 19       | 83          |
| # OF HOURS                      | 21,542.40 | 17,726.50 | 3,815.90  | 17.71   | 1,060.00 | 4.92      | 450.50          | 339.00   | 1,027.00    |
| MONEY SPENT                     | 26,173.12 | 15,139.37 | 11,033.75 | 42.16   | 778.78   | 2.98      | 418.78          | 100.00   | 337.60      |
| <b>PROTECTIVE SERVICE</b>       |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 331       | 243       | 88        | 26.59   | 13       | 3.93      | 13              | 0        | 4           |
| # OF HOURS                      | 2,814.50  | 2,071.50  | 743.00    | 26.40   | 72.00    | 2.56      | 72.00           | 0.00     | 92.00       |
| MONEY SPENT                     | 1,271.67  | 1,071.67  | 200.00    | 15.73   | 60.00    | 4.72      | 60.00           | 0.00     | 0.00        |
| <b>PARA/PROFESSIONAL</b>        |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 1         | 1         | 0         | 0.00    | 0        | 0.00      | 0               | 0        | 0           |
| # OF HOURS                      | 8.00      | 8.00      | 0.00      | 0.00    | 0.00     | 0.00      | 0.00            | 0.00     | 0.00        |
| MONEY SPENT                     | 0.00      | 0.00      | 0.00      | 0.00    | 0.00     | 0.00      | 0.00            | 0.00     | 0.00        |
| <b>OFFICE/CLERICAL</b>          |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 177       | 33        | 144       | 81.36   | 16       | 9.04      | 14              | 2        | 8           |
| # OF HOURS                      | 745.00    | 207.00    | 538.00    | 72.21   | 72.50    | 9.73      | 62.50           | 10.00    | 27.00       |
| MONEY SPENT                     | 3,106.18  | 664.17    | 2,442.01  | 78.62   | 375.00   | 12.07     | 15.00           | 360.00   | 0.00        |
| <b>SKILLED CRAFT</b>            |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 1,439     | 1,414     | 25        | 1.74    | 70       | 4.86      | 59              | 9        | 19          |
| # OF HOURS                      | 12,287.53 | 12,157.53 | 130.00    | 1.06    | 568.50   | 4.63      | 488.50          | 66.00    | 147.00      |
| MONEY SPENT                     | 19,765.27 | 19,565.27 | 200.00    | 1.01    | 1,326.08 | 6.71      | 1,100.56        | 128.00   | 0.00        |
| <b>SERVICE MAINTENANCE</b>      |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 49        | 45        | 4         | 8.16    | 2        | 4.08      | 2               | 0        | 0           |
| # OF HOURS                      | 307.00    | 289.00    | 18.00     | 5.86    | 16.00    | 5.21      | 16.00           | 0.00     | 0.00        |
| MONEY SPENT                     | 347.52    | 347.52    | 0.00      | 0.00    | 0.00     | 0.00      | 0.00            | 0.00     | 0.00        |
| <b>AGENCY TOTALS</b>            |           |           |           |         |          |           |                 |          |             |
| # OF EMPLOYEES                  | 5,331     | 4,339     | 992       | 18.61   | 198      | 3.71      | 146             | 30       | 120         |



| FIVE YEAR GOALS  |      |   |       |   |         |      |   |       |   |         |      |   |       |   |         |
|------------------|------|---|-------|---|---------|------|---|-------|---|---------|------|---|-------|---|---------|
| EEO 4 CATEGORY   | 1994 |   |       |   |         | 1995 |   |       |   |         | 1996 |   |       |   |         |
|                  | A.I. |   | OTHER |   | NON FEM | A.I. |   | OTHER |   | NON FEM | A.I. |   | OTHER |   | NON FEM |
|                  | M    | F | M     | F |         | M    | F | M     | F |         | M    | F | M     | F |         |
| OFF/ADMIN        | 1    | 0 | 0     | 0 | 1       | 1    | 0 | 0     | 0 | 1       | 1    | 0 | 0     | 0 | 1       |
| PROFESSIONALS    | 1    | 0 | 0     | 0 | 4       | 0    | 0 | 0     | 0 | 0       | 1    | 1 | 0     | 0 | 1       |
| TECHNICIANS      | 1    | 0 | 0     | 0 | 2       | 1    | 2 | 0     | 0 | 6       | 2    | 1 | 0     | 0 | 6       |
| PROTECT SERVICE  | 0    | 0 | 0     | 0 | 0       | 0    | 1 | 0     | 0 | 2       | 1    | 1 | 0     | 0 | 1       |
| PARAPROFESSIONAL | 0    | 0 | 0     | 0 | 0       | 0    | 0 | 0     | 0 | 0       | 0    | 0 | 0     | 0 | 0       |
| OFFICE/CLERICAL  | 0    | 1 | 0     | 0 | 0       | 0    | 1 | 0     | 0 | 0       | 0    | 1 | 0     | 1 | 0       |
| SKILL CRAFT      | 1    | 0 | 0     | 0 | 1       | 0    | 0 | 0     | 0 | 4       | 0    | 1 | 1     | 0 | 3       |
| SVCE/MNTENCE     | 1    | 0 | 0     | 0 | 1       | 1    | 1 | 0     | 1 | 1       | 0    | 1 | 1     | 0 | 1       |
| EEO 4 CATEGORY   | 1997 |   |       |   |         | 1998 |   |       |   |         |      |   |       |   |         |
|                  | A.I. |   | OTHER |   | NON FEM | A.I. |   | OTHER |   | NON FEM |      |   |       |   |         |
|                  | M    | F | M     | F |         | M    | F | M     | F |         |      |   |       |   |         |
| OFF/ADMIN        | 1    | 0 | 0     | 0 | 1       | 1    | 0 | 0     | 0 | 1       |      |   |       |   |         |
| PROFESSIONALS    | 1    | 1 | 0     | 0 | 1       | 1    | 1 | 0     | 0 | 1       |      |   |       |   |         |
| TECHNICIANS      | 2    | 1 | 0     | 0 | 6       | 2    | 1 | 0     | 0 | 6       |      |   |       |   |         |
| PROTECT SERVICE  | 1    | 1 | 0     | 0 | 1       | 1    | 1 | 0     | 0 | 1       |      |   |       |   |         |
| PARAPROFESSIONAL | 0    | 0 | 0     | 0 | 0       | 0    | 0 | 0     | 0 | 0       |      |   |       |   |         |
| OFFICE/CLERICAL  | 0    | 1 | 0     | 1 | 0       | 0    | 1 | 0     | 1 | 0       |      |   |       |   |         |
| SKILL CRAFT      | 0    | 1 | 1     | 0 | 3       | 0    | 1 | 1     | 0 | 3       |      |   |       |   |         |
| SVCE/MNTENCE     | 0    | 1 | 1     | 0 | 1       | 0    | 1 | 1     | 0 | 1       |      |   |       |   |         |



COMPLAINTS FILED 1993

| Internal Reference | Area of Alleged Discrimination | Status | Resolution   |
|--------------------|--------------------------------|--------|--------------|
| White Female       | Age                            | HRC    | Pending      |
| White Male         | Age, Religion, Retaliation     | HRC    | Pending      |
| White Female       | Sexual Harassment              | MDT    | No Cause     |
| Minority Male      | Racial Harassment              | MDT    | Cause        |
| Minority Male      | Racial Harassment              | HRC    | Pending      |
| White Female       | Sexual Harassment              | MDT    | No Cause     |
| White Male         | National Origin                | HRC    | Pending      |
| White Female       | Sexual Harassment              | HRC    | Pending      |
| White Female       | Sexual Harassment              | HRC    | Right To Sue |
|                    |                                |        |              |
|                    |                                |        |              |





## NOTICE

**DATA FOR THE EEO 4 REPORT WAS RUN PRIOR TO THE MAJORITY OF THE EARLY RETIREMENTS. ALL OTHER STATISTICAL DATA IN THIS REPORT REFLECTS EMPLOYMENT AFTER EARLY RETIREMENTS OCCURRED.**



# EEO-4

## STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS  
(Read attached instructions prior to completing this form)

APPROVED BY  
OMB  
3046-0008  
EXPIRES  
5/31/88

DO NOT ALTER INFORMATION PRINTED IN THIS BOX 111101110111011

1993 - STATE OF MONTANA  
STATE OF MONTANA  
STATE EEO COORDINATOR  
MITCHELL BLDG  
HELENA MT 59620

30.000

MAIL COMPLETED  
FORM TO:  
STATE-LOCAL  
REPORTING  
COMMITTEE  
1801 L ST, NW  
WASHINGTON, DC  
20507  
PHONE:  
202-663-4930

### A. TYPE OF GOVERNMENT (Check one box only)

- ☒ 1. State      ☐ 2. County      ☐ 3. City      ☐ 4. Township      ☐ 5. Special district  
  
☐ 6. Other (Specify) \_\_\_\_\_

### B. IDENTIFICATION

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

MONTANA DEPARTMENT OF TRANSPORTATION

2. Address—Number and Street

2701 PROSPECT AVE  
PO BOX 201001

CITY/TOWN

HELENA

COUNTY

LEWIS & CLARK

STATE/ZIP

MT  
59620-1001

EEOC  
USE  
ONLY  
A

B

### C. FUNCTION

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

|  |  |
|--|--|
| <p>1. FINANCIAL ADMINISTRATION. Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and</p> <p>GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)</p> | <p>8. HEALTH. Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.</p>                    |
| <p>2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.</p>   | <p>9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.</p>                                       |
| <p>3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)</p>  | <p>10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.</p>  |
| <p>4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.</p>  | <p>11. CORRECTIONS. Jails, reformatories, detention homes, half-way houses, prisons, parole and probation activities</p>   |
| <p>5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)</p>  | <p>12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.</p>  |
| <p>6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and</p> <p>PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoo, etc.</p>  | <p>13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants</p> |
| <p>7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for medical treatment.</p>  | <p>14. EMPLOYMENT SECURITY</p>   |
|  | <p>15. OTHER (Specify on Page Four)</p>  |



## EMPLOYMENT DATA 1993

(Do not include elected/appointed officials. Blanks will be counted as zero)

## 1. FULL-TIME EMPLOYEES (Temporary employees not included)

| JOB CATEGORIES               | ANNUAL SALARY<br>(In thousands 000) | TOTAL<br>(COLUMNS 8-K)<br>A | MALE                |       |          |                           |                                   | FEMALE              |       |          |                           |                                   |
|------------------------------|-------------------------------------|-----------------------------|---------------------|-------|----------|---------------------------|-----------------------------------|---------------------|-------|----------|---------------------------|-----------------------------------|
|                              |                                     |                             | NON-HISPANIC ORIGIN |       | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE | NON-HISPANIC ORIGIN |       | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE |
|                              |                                     |                             | WHITE               | BLACK |          |                           |                                   | WHITE               | BLACK |          |                           |                                   |
|                              |                                     |                             | B                   | C     | D        | E                         | F                                 | G                   | H     | I        | J                         | K                                 |
| OFFICIALS/<br>ADMINISTRATORS | 1. \$ 0.1-7.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 2. 8.0-11.9                         |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 3. 12.0-15.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 4. 16.0-19.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 5. 20.0-24.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 6. 25.0-32.9                        | 1                           |                     |       |          |                           |                                   | 1                   |       |          |                           |                                   |
|                              | 7. 33.0-42.9                        | 32                          | 24                  |       |          |                           |                                   | 7                   |       |          |                           | 1                                 |
|                              | 8. 43.0 PLUS                        | 39                          | 37                  |       | 1        |                           | 1                                 |                     |       |          |                           |                                   |
| PROFESSIONALS                | 9. 0.1-7.9                          |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 10. 8.0-11.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 11. 12.0-15.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 12. 16.0-19.9                       | 1                           |                     |       |          |                           |                                   | 1                   |       |          |                           |                                   |
|                              | 13. 20.0-24.9                       | 57                          | 31                  |       |          |                           |                                   | 25                  |       |          |                           | 1                                 |
|                              | 14. 25.0-32.9                       | 136                         | 102                 |       |          | 1                         |                                   | 32                  |       |          |                           | 1                                 |
|                              | 15. 33.0-42.9                       | 93                          | 87                  |       |          | 1                         | 1                                 | 4                   |       |          |                           |                                   |
|                              | 16. 43.0 PLUS                       | 8                           | 8                   |       |          |                           |                                   |                     |       |          |                           |                                   |
| TECHNICIANS                  | 17. 0.1-7.9                         |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 18. 8.0-11.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 19. 12.0-15.9                       | 9                           | 5                   |       |          |                           | 1                                 | 3                   |       |          |                           |                                   |
|                              | 20. 16.0-19.9                       | 91                          | 51                  |       | 1        |                           | 1                                 | 37                  |       |          |                           | 1                                 |
|                              | 21. 20.0-24.9                       | 235                         | 179                 |       | 2        | 2                         | 3                                 | 49                  |       |          |                           |                                   |
|                              | 22. 25.0-32.9                       | 192                         | 168                 |       |          | 2                         | 5                                 | 17                  |       |          |                           |                                   |
|                              | 23. 33.0-42.9                       | 55                          | 55                  |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 24. 43.0 PLUS                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
| PROTECTIVE<br>SERVICE        | 25. 0.1-7.9                         |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 26. 8.0-11.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 27. 12.0-15.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 28. 16.0-19.9                       | 1                           | 1                   |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 29. 20.0-24.9                       | 74                          | 54                  |       |          |                           | 3                                 | 16                  |       |          |                           | 1                                 |
|                              | 30. 25.0-32.9                       | 14                          | 12                  |       |          |                           |                                   | 2                   |       |          |                           |                                   |
|                              | 31. 33.0-42.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 32. 43.0 PLUS                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
| PARA-<br>PROFESSIONALS       | 33. 0.1-7.9                         |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 34. 8.0-11.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 35. 12.0-15.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 36. 16.0-19.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 37. 20.0-24.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 38. 25.0-32.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 39. 33.0-42.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 40. 43.0 PLUS                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
| ADMINISTRATIVE<br>SUPPORT    | 41. 0.1-7.9                         |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 42. 8.0-11.9                        |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 43. 12.0-15.9                       | 19                          | 2                   |       |          |                           |                                   | 14                  |       | 1        |                           | 2                                 |
|                              | 44. 16.0-19.9                       | 19                          | 1                   |       |          |                           |                                   | 18                  |       |          |                           |                                   |
|                              | 45. 20.0-24.9                       | 17                          | 9                   |       |          |                           | 1                                 | 7                   |       |          |                           |                                   |
|                              | 46. 25.0-32.9                       | 1                           | 1                   |       |          |                           |                                   |                     |       |          |                           |                                   |
|                              | 47. 33.0-42.9                       |                             |                     |       |          |                           |                                   |                     |       |          |                           |                                   |



**EMPLOYMENT DATA 1993**  
(Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL-TIME EMPLOYEES (Temporary employees not included)**

| JOB CATEGORIES             | ANNUAL SALARY<br>(In thousands 000) | TOTAL<br>(COLUMNS 8-K) | MALE                |       |          |                           |                                   | FEMALE              |       |          |                           |                                   |
|----------------------------|-------------------------------------|------------------------|---------------------|-------|----------|---------------------------|-----------------------------------|---------------------|-------|----------|---------------------------|-----------------------------------|
|                            |                                     |                        | NON-HISPANIC ORIGIN |       | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE | NON-HISPANIC ORIGIN |       | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE |
|                            |                                     |                        | WHITE               | BLACK |          |                           |                                   | WHITE               | BLACK |          |                           |                                   |
|                            |                                     | A                      | B                   | C     | D        | E                         | F                                 | G                   | H     | I        | J                         | K                                 |
| SKILLED CRAFT              | 49. \$ 0.1-7.9                      |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 50. 8.0-11.9                        |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 51. 12.0-15.9                       |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 52. 18.0-19.9                       | 2                      | 1                   |       |          |                           |                                   | 1                   |       |          |                           |                                   |
|                            | 53. 20.0-24.9                       | 164                    | 143                 |       | 3        |                           | 9                                 | 8                   |       |          |                           | 1                                 |
|                            | 54. 25.0-32.9                       | 396                    | 371                 |       | 2        |                           | 22                                |                     |       |          |                           | 1                                 |
|                            | 55. 33.0-42.9                       | 19                     | 19                  |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 56. 43.0 PLUS                       |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
| SERVICE/ MAINTENANCE       | 57. 0.1-7.9                         |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 58. 8.0-11.9                        |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 59. 12.0-15.9                       | 1                      | 1                   |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 60. 16.0-19.9                       | 3                      | 2                   |       |          |                           |                                   | 1                   |       |          |                           |                                   |
|                            | 61. 20.0-24.9                       | 30                     | 27                  |       |          |                           | 1                                 | 2                   |       |          |                           |                                   |
|                            | 62. 25.0-32.9                       | 5                      | 4                   |       |          |                           |                                   | 1                   |       |          |                           |                                   |
|                            | 63. 33.0-42.9                       |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
|                            | 64. 43.0 PLUS                       |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |
| <b>65. TOTAL FULL TIME</b> |                                     | 1714                   | 1395                |       | 9        | 6                         | 48                                | 246                 |       | 1        |                           | 9                                 |
| (LINES 1-64)               |                                     |                        |                     |       |          |                           |                                   |                     |       |          |                           |                                   |

**2. OTHER THAN FULL-TIME EMPLOYEES (Include temporary employees)**

|                                |     |     |  |  |   |  |   |    |  |  |  |  |
|--------------------------------|-----|-----|--|--|---|--|---|----|--|--|--|--|
| 66. OFFICIALS/ADMIN.           | 2   | 2   |  |  |   |  |   |    |  |  |  |  |
| 67. PROFESSIONALS              | 13  | 9   |  |  |   |  |   | 4  |  |  |  |  |
| 68. TECHNICIANS                | 94  | 66  |  |  |   |  | 3 | 25 |  |  |  |  |
| 69. PROTECTIVE SERV.           |     |     |  |  |   |  |   |    |  |  |  |  |
| 70. PARA-PROFESSIONAL          |     |     |  |  |   |  |   |    |  |  |  |  |
| 71. ADMIN. SUPPORT             | 16  | 2   |  |  |   |  |   | 14 |  |  |  |  |
| 72. SKILLED CRAFT              | 50  | 42  |  |  |   |  | 3 | 5  |  |  |  |  |
| 73. SERV./MAINT                | 10  | 6   |  |  | 1 |  |   | 3  |  |  |  |  |
| 74. TOTAL OTHER THAN FULL TIME | 185 | 127 |  |  | 1 |  | 6 | 51 |  |  |  |  |
| (LINES 66-73)                  |     |     |  |  |   |  |   |    |  |  |  |  |

**3. NEW HIRES DURING FISCAL YEAR - Permanent full time only  
JULY 1 - JUNE 30**

|                       |    |    |  |  |  |  |   |    |  |  |  |   |
|-----------------------|----|----|--|--|--|--|---|----|--|--|--|---|
| 75. OFFICIALS/ADMIN.  | 2  | 2  |  |  |  |  |   |    |  |  |  |   |
| 76. PROFESSIONALS     | 29 | 21 |  |  |  |  |   | 8  |  |  |  |   |
| 77. TECHNICIANS       | 19 | 13 |  |  |  |  |   | 6  |  |  |  |   |
| 78. PROTECTIVE SERV.  | 4  | 3  |  |  |  |  |   | 1  |  |  |  |   |
| 79. PARA-PROFESSIONAL |    |    |  |  |  |  |   |    |  |  |  |   |
| 80. ADMIN. SUPPORT    | 5  | 1  |  |  |  |  |   | 4  |  |  |  | 1 |
| 81. SKILLED CRAFT     | 12 | 10 |  |  |  |  | 1 | 1  |  |  |  |   |
| 82. SERV./MAINT       | 3  | 3  |  |  |  |  |   |    |  |  |  |   |
| 83. TOTAL NEW HIRES   | 75 | 53 |  |  |  |  | 1 | 20 |  |  |  | 1 |
| (LINES 75-82)         |    |    |  |  |  |  |   |    |  |  |  |   |





REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

\*\*\* INCLUDE LIST OF AGENCIES IN THIS FUNCTION \*\*\*

DEPT OF TRANSPORTATION

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

|  |  |                               |
|--|--|-------------------------------|
| NAME OF PERSON TO CONTACT REGARDING THIS FORM      |  | TITLE                         |
| <i>JERRY B. ROCH</i>                               |  | <i>EEO Program Officer</i>    |
| ADDRESS (Number and Street, City, State, Zip Code) |  | TELEPHONE NUMBER<br>AREA CODE |
| <i>3761 Prospect - Helena, MT</i>                  |  | <i>(406) 458-5450</i>         |
| DATE   | TYPED NAME/TITLE OF AUTHORIZED OFFICIAL                      | SIGNATURE                     |
| <i>1/24/84</i>                                     | <i>Harmon H. Brown</i><br><i>Chief - Civil Rights Bureau</i> |                               |





